

Email Subject: Offer of Employment for [POSITION TITLE] at [COMPANY NAME]



[COMPANY NAME]  
[COMPANY ADDRESS]  
[DATE]

[NAME OF CANDIDATE]  
[CANDIDATE ADDRESS]

On behalf of [COMPANY NAME], I am pleased to offer you the position of [JOB TITLE]. You will be part of our [INSERT TEAM NAME] team and will report to [MANAGER NAME]. This is a [PART-TIME/FULL-TIME/1099] role and you'll receive more information in your employment agreement.

Your employment will begin on [ENTER START DATE]. The offered compensation for this role is [INSERT COMPENSATION AMOUNT]. Upon success in your role, you will become eligible for bonuses and pay increases; your direct manager will evaluate your performance on a [INSERT TIME FRAME] basis. You will also be eligible for our benefits program, which includes [INSERT BENEFIT OFFERINGS], after a [#-WEEK/MONTH] probationary period.

Please note that this offer is contingent upon your ability to pass a [INSERT BACKGROUND CHECK, DRUG TEST, ETC]. More information on this will come under a separate cover.

Your employment with [COMPANY NAME] is at-will. [ADD AT-WILL STATEMENT]

Please accept or reject this offer by [INSERT DATE]. You can contact me at [INSERT EMAIL] or [INSERT PHONE NUMBER].

If you have any questions, please contact me as soon as possible. Welcome to our team!

Sincerely,

[YOUR NAME]  
[TITLE]  
[COMPANY NAME]  
[EMAIL ADDRESS]  
[COMPANY WEBSITE]

<INSERT DISCLAIMER AND EQUAL OPPORTUNITY EMPLOYER STATEMENT>